
MIT Job Description

Job Title: Diversity & Inclusion Administrator	Position Title: Assistant Director, Equity and Inclusion
Reports to: Senior Associate Director, Belonging & Culture	% Effort or Wkly Hrs: 100%
Department: MIT Sloan, Office of Diversity, Equity, and Inclusion	

Position Overview:

The Assistant Director for Equity and Inclusion will be an integral part of the inaugural team building MIT Sloan's Office for Diversity, Equity, and Inclusion. The Assistant Director will work closely with the Senior Associate Director of Belonging & Culture, DEI leadership, and partners external to the DEI office to support and design and implement a strategy for community outreach and communications.

Alongside the DEI team, the Assistant Director will partner with the MIT Sloan community to reflect on, implement, and assess practices that strengthen inclusion around areas that include (but are not limited to) race, gender, disabilities, sexuality, nationality, socio-economic status, and faith. This position will also play an important role in helping build MIT Sloan's strategy for diversity equity and inclusion.

The MIT Sloan Office for DEI supports a distributed, complex organization made up of numerous degree programs and functional units, along with multiple constituencies including staff, faculty, students, and alumni. As the Office is newly forming, the Assistant Director must be able to develop communication practices that reflect this broad audience, keeping in mind that they are actively seeking out opportunities to learn more about our office, staff, programs, and initiatives. In support of the Institute's flexible work initiative, this position is eligible to be "hybrid," working both from home and MIT Sloan. This "hybrid" model will follow a three day on campus, two remote days per week schedule.

Principle Duties and Responsibilities (Essential Functions)**

Creating a Culture of Inclusion (85%)

Implement, assess, and support DEI initiatives that will extend the relationships that the Office has at Sloan, and those across the Institute with a particular focus on DEI and the holistic development of students (undergraduate and graduate), staff, faculty, and alumni through a focus on:

- a. Provides guidance on programs that will support an inclusive socialization to MIT Sloan.
- b. Works with the Sr. Associate Director to assist in the creation of DEI resources and tools for students, staff, faculty, and departmental units
- c. Assist in implementing MIT Sloan's Open+Inclusive programming and community rollout
- d. Collaborates with Sloan Technology Services in the tracking of MIT Sloan's DEI initiatives
- e. Work closely with the Office of Student Life, Sloan Senate, and Sloan graduate affinity groups, academic program offices, and other partners in implementing DEI related programming
- f. Serve on a MIT Sloan Committee that is engaged in advancing DEI
- g. Supporting the recruitment and retention of members of our community with a focus on those who belong to historically marginalized groups supporting Sloan's efforts for a more inclusive community experience
- h. Assist in efforts and initiatives that support MIT Sloan's ongoing plans to create an inclusive community. Specifically, the projects that promote the recruitment and retention of both a diverse and talented workforce, and student body.

Communications & Marketing (15%)

- i. Assist with the Office of Communication in promoting DEI content for the MIT Sloan Community
- j. Provides guidance to MIT Sloan students in the promotion and marketing of DEI events

Other duties as needed, required, or assigned

Supervision Received MIT Sloan Senior Associate Director, Belonging & Culture

Qualifications & Skills

Required:

- A bachelor's degree is required
- Minimum 3 years' experience, including experience with diversity and inclusion implementation
- Demonstrated commitment to diversity, equity and inclusion, understanding of social justice, the dynamics of power and privilege and social identities.
- Evidence of strategic and tactical thinking about diversity and inclusion and the ability to scale projects to achieve maximum impact.
- Experience with successful change management and project management.
- Demonstrated ability to work effectively within a diverse workforce and effect change by applying best practices and research-based solutions.
- Experience facilitating learning opportunities for faculty, students and staff.
- Must be highly organized, able to manage multiple complex projects, be adept at problem solving, and possess superior analytical skills.
- Excellent interpersonal and communication skills, including the proven ability to establish rapport and credibility with a wide range of constituencies in a culturally diverse environment.
- Experience designing, delivering, and evaluating diversity and inclusion learning programs and resources.
- Strong ability to influence multiple diverse constituencies, garner support and buy-in, in a highly decentralized environment.
- Strong consultation, presentation, meeting design and facilitation skills

Preferred:

- Master's degree in higher education administration, human resources, social justice, or cultural diversity
- Minimum of 5 years of experience with a focus on DEI embedded in the work, preferably within higher education.
- Knowledge of community organization, and experience in working with students, staff and faculty
- to create events around diversity and inclusion.
- Demonstrated ability to successfully collaborate and work in a team environment.

Competencies: Contribute; Collaborate; Engage; Lead; Manage

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*